County Of San Bernardino
Department of Behavioral Health

Employee Separation Procedure

Effective Date 4/92
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Allan Rawland, Director

Purpose

To provide instructions for maintaining consistent and accurate personnel records and to monitor and control access to the Department's facilities and property.

Employee Responsibility

Employees who are separating employment with DBH must:

- Complete and submit all necessary forms and paperwork of separation
- Return all county property to assigned supervisor and document it on the Property Return Checklist for Separating Employees form
- Complete all necessary patient chart work before separating and obtain supervisor's signature to confirm complete charting (if applicable)

Manager/Supervisor Responsibility

To begin separation procedure, a manager or supervisor must:

Step	Action
1	Complete forms for termination • Resignation Notice • Property Return Checklist for Separating Employees • Separation report (if applicable) • Provide employee with an Exit Interview form (if applicable)
2	Complete the Resignation Notice stating final working date or final date of approved leave. This date will be considered the separation date.

Note: The employee may complete this notice, if the employee is available.

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Employee Separation Procedure, Continued

Manager/Supervisor Responsibility (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Ensure that the Property Return Checklist for Separating Employees form is complete, indicating the return of all county property.
• Obtain the signature of the Program Manager or Deputy Director.</td></tr>
<tr><td>4</td><td>Take the following steps depending on the circumstances:
<table>
<tr><th>If Employee is…</th><th>Then, the supervisor must…</th></tr>
<tr><td>terminating employment with the County of San Bernardino</td><td>complete the Separation Report form. Employee completes Section A and B and manager or supervisor completes Section C and D.</td></tr>
<tr><td>returning to their former classification or terminated while still in probationary status</td><td>contact the HRO to request a “Return to Former Class” memo or a “Probationary Termination” memo. The supervisor is to provide the HRO with the last date of employment, and on the indicated date, present the employee with the memo.</td></tr>
<tr><td>resigning voluntarily (<u>only</u>)</td><td>provide the employee with an Exit Interview form in a closed envelope for the employee’s completion and return.</td></tr>
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<tr><td>5</td><td>Ensure employee has completed all patient charting (if applicable). Sign off all completed charting and notify Program Manager.</td></tr>
<tr><td>6</td><td>Turn in all forms to payroll by Thursday noon the week of termination.</td></tr>
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Employee Separation Procedure, Continued

Payroll Department Responsibility

The department payroll section must compete the following steps:

Step	Action
1	Review all forms to verify completion. If a form is incomplete, return it to the Manager or Supervisor for completion.
2	Process employee termination: • Complete a Job Action Request (JAR) • Send JAR and Separation Report to EMACS – Human Resources, within the pay period that the separation occurred. • Send original Resignation Notice to the Human Resources 201 file.
3	Send a HIPAA Staff Changes Notification List (of all terminated employees for that week) every Thursday, to the following:

Area	Purpose
Facility and Project Management	Controlling access to all DBH facilities
Information Technology (IT)	Reviewing access to DBH systems and applications
Medical Services	Controlling authorization to write 5150's (if applicable)
Business Office Compliance	Activating and deactivating Medicare PIN Numbers (if applicable)
Fiscal	Position tracking
Compliance	HIPAA Registration and eLearning access

Note: If termination is due to an ***immediate dismissal,*** then payroll will notify the above areas by telephone on the ***same day***.